PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/03/2021	Prepared by:	MINUH.
PO/WO no.	75335.	PO / WO Date.	02/03/2021
Supplier Name	Akshaya Traders.	PO/WO amount	5,664/-
Firm/Company	SSLLP.	Project	SHLLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	1120	09/03/2021	5,664/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5664/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			87860.	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B – Other Credits : Transportation charges	-
Amount C – Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	5,664/-
Amount E – PO / WO value:	5,664/-
Amount F – Difference (A – E): GST-18%	-NIL-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☑ Yes ☐ No (explained below)
Excess / short material received	~~☐ Approved – within acceptable limits ☐ No (explained below)~~
Close PO / W/O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ☑ No
Payment – due date	20/03/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	~~Procurement Manager~~	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			15 MAR 2021				
Date		15/3					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

AKSHAYA TRADERS

Cell : 9959611144
9381004542

Suppliers : BOMBAY BROOMS, SPONGES, GOA ROPES, BLUE SHEETS, DIAMOND MESH, FOAM SHEETS Etc.

H.No. 6-4-392/1, New Bholakpur, Secunderabad - 500 003. T.S.

GSTIN : 36BFYPA0121A1Z3

Invoice No. 1120

Date 09/10 20 21

Name Summit sales LLP GSTIN 36ACQFS2044C1Z7

Address P.O.No. 75335

State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty	Rate	Amount	5%	12%	18%	Amount
1	Hold fast	7314	100	48	4800			864	5664/-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Certified by:

Stores Manager

MODI PROPERTIES SEC — INWARD No. 25260 Date: 10/3 Sign:

Mode of Payment
Cash/Cheque/Cheque No.

INWARD	
Inward No: 15996	Dt: 9/3/21
GRN No: 89860	Dt: 9/3/21
Received By:	Sign:
SUMMIT SALES LLP	

Total Amount	4800/-
Add CGST 9%	432
Add SGST 9%	432
Total GST	864
Total Amount	5664/-

Rupees in Words

Receiver's Signature

For Akshaya Traders

Proprietor

Purchase Order

02-03-2021 3:37:46 PM

75335

04.03.21 12:23:55

From Company : **Summit Sales LLP**
5-4-187/3&4,II nd floor,MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

Akshaya Traders
6-4-392/1, New Bholakpur, Secunderbad

GSTIN 36BFYPA0121A1Z3
9381004542 9959611144

Doc No	75335	168460
Doc Date	02-03-2021	
Quote No	Nil	
Quote Date	02-03-2021	
SupplyType	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2105 - Carpentry - hardware - Holdfast - other - kgs	100.00	48.00	0.00	18.00	5,664.00
					Total Order Value . . .	**5,664.00**

Rupees : Five Thousand Six Hundred Sixty Four Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Day.

Delivery Location Summit Housing LLP
Cherlapally,Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra

Penality For Delay Nil

Transportation Transport cost shall be borne by us

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Stock maintaince purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For *Summit Sales LLP*
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For *Akshaya Traders*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Summit sales llp	Date:	02.03..2021
Site & Phase :	Summit housing llp	Time:	12.00
Supplier		Req. No.	168460
Material required before date:		ID No.	64405

No	Description	Size	Quantity	Units	Inward No	Date
1	Hold fast 75335		100	kgs		
2	Roff R.B.R bonding agent	3 ltrs	06	nos		
3	Tile adhesive - roff brand 75334	20 kgs	20	bags		

Remarks: Stock maintenance and site use

Prepared By	NEHA		
Sign.& Date	02.03.2021	Sign. & Date	APPROVED 02 MAR 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last 2 columns.